



## IOWA TELECOMMUNICATIONS AND TECHNOLOGY COMMISSION

Barb Kniff McCulla, CHAIR

Timothy L. Lapointe

Robert F. Holz

Steven Olson

Krista Wenzel

Matt Behrens, State CIO  
(ex officio)

Rob Sand, State Auditor  
(ex officio)

Randy Goddard, Executive Director

Governor Kim Reynolds

Lt. Governor Adam Gregg

### **Iowa Telecommunications & Technology Commission Grimes State Office Building, 1<sup>st</sup> Floor 400 East 14<sup>th</sup> Street, Des Moines, IA 50319 Meeting Minutes November 22, 2022**

#### **FINAL**

To ensure the most efficient use of State resources, the November 22, 2022 more Commissioners, staff, and the public were able to participate in the meeting and reduced the risk of delays caused by the public health recommendation. The meeting was accessible to members of the public.

#### **Roll Call:**

##### **Commissioners Present**

Barb Kniff McCulla, Chair  
Bob Holz, Member  
Krista Wenzel, Member  
Steve Olson, Member

##### **Commissioners Absent**

Timothy Lapointe, Member  
John McCormally, Representing the State of Iowa Auditor, Ex-Officio Member  
Matt Behrens, Representing the Office of the Chief Information Officer, Ex-Officio Member

##### **Iowa Communications Network Staff**

Randy Goddard, Executive Director  
Deb Evans, Chief Financial Officer  
Scott Pappan, Chief Technology Officer  
Mark Johnson, Chief Administrative Officer  
Stephanie DeVault, Business Services Bureau Manager  
Mike Cruise, Finance Bureau Manager  
Mark Dayton, ICN Sales Engineer  
Brian Clayton, Purchasing Agent III  
Courtney Morgan, Information Specialist  
Lori Larsen, Executive Officer 2 (Recorder)

##### **Guest Attendees**

Ray Warner, Aureon  
Scott Golberg, FNS  
Rob Fritz, Lumen  
Alan Nagel, Assistant Attorney General  
Sean Corey, Lumen

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### Call to Order:

Chair Kniff McCulla called the meeting to order at 10:30 AM. It was noted that a quorum of members was present for the meeting.

### Approval of the October 20, 2022 Meeting Minutes:

Chair Kniff McCulla requested a motion to approve the October 20, 2022 meeting minutes. Commissioner Holz moved to approve the minutes. Commissioner Wenzel seconded the motion.

The motion passed unanimously.

### Old Business:

None

### New Business:

#### Agency Updates

##### Contracting Update – Mike Cruise

- We had several co-locations and relocations for several sites.
- We are working on DOT sites regarding their FOTS rooms for their traffic camera equipment.
- We had a relocation of FOTS rooms at Part II sites.
- We had a building owner change of a FOTSs room.
- New co-location agreement with Connect Des Moines that purchased OneNeck in Cedar Falls.
- We are working on a master shared use agreement with the Ankeny School District to replace the existing 28E agreement.
- Also working on daily tasks that contracting does.
- There were two sole sources for the month.

##### COMMENTS

None

##### Finance Update – Mike Cruise

###### FY22 Financials

We did complete the FY22 financials and filed the FY22 GAAP package. There were some estimated numbers from DAS that were used, so it's possible there could be adjustments added later, but for now that is done.

###### FY23 Financials

We adjusted the allocation of indirect expenses among the lines-of-business or cost centers to coincide with a proposal submitted to the federal DHHS for a request to change the

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methodology of allocating those expenses. The federal SWCAP report is what we file annually to report on how each line of business performs specifically, as it relates to billings to customers using federal funds for our services. There are some budget amounts that do not roll forward from October to October due to this change.

### Monthly Revenues and Expenses:

The month of October resulted in an operating margin of \$245,192 which is 8.9%. This is \$212,130 favorable to the budget which is \$33,062. Revenues were favorable for the month by \$55,659. This was again driven by \$354,104 in Outside Plant (OSP) revenue for the month which included \$173,000 in cost recovery billing. Direct expenses are favorable to budget by \$112,072 with no material differences to report. Total allocated indirect expenses are \$44,399 favorable to budget.

### Year-to-Date (YTD) Revenues and Expenses:

Through October, we now have an operating margin of \$255,248 which is \$411,471 favorable to the budget of -\$156,223. Revenue is now \$393,637 favorable to budget and direct expenses are favorable to budget by \$225,583. Total allocated expenses are now unfavorable to budget by \$207,749.

### Comparison to October FY 2022:

The current year operating margin for the month of October is \$113,541 favorable to October FY2022. Revenue is favorable by \$195,221 compared to last October and direct expenses are \$150,351 favorable. Total allocated expenses are unfavorable by \$232,031.

### Year-to-Date Comparison to FY 2022:

We are \$1,176,266 favorable through October. This includes revenue being up \$1,067,587, direct expenses being \$572,205 favorable and indirect expenses at \$463,529 unfavorable.

### Other Updates:

With the upgrade of our billing system we did have some delays in distributing our invoices for the month, but we worked through those. We still need to work on the formatting of the invoice as it pertains to how and what information is displayed.

### Workday Update:

Phase 2 testing continues and is due to end on February 27th, 2023.

### **COMMENTS**

None

## **Business Services Update – Stephanie DeVault**

### **General Updates**

- We have no new customers and no new waivers.
- Webex Update: Almost finalized last customer migration.
- Finalized migration for Loopup.

## **Iowa Communications Network**



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- We are looking at a few new services.

### Healthcare

Eleven hospitals and 7 clinics added services or upgraded service.

### Government

Twenty-one new locations added. This could include new services, upgrades, or FirstNet additions.

### Public Safety

Twenty locations with upgrades or new services added.

### Education

- E-rate orders are starting to come in daily as schools begin to apply for funding.
- We had a couple upgrades for school districts and community colleges.
- Five new education upgrades.

### Marketing and Communications

- Our SYBAC meeting was November 8. Guests included Grand View and ICN's CTO.
- Completed two outreach handouts for Homeland Security.
- Continue to work on 30-year campaign. Working on receiving customers testimonials.
- Education email outreach with our EdTech and Internet2 emails.
- Business Services is updating processes and procedures.
- Upcoming Conferences: Iowa Association of School Boards (November).

### Other Updates

- Welcome new employees Courtney Morgan and Doug Farrell.

### COMMENTS

None

## Network Services Updates

### Network Operations & Security Update – Scott Pappan

- For election night, we monitored the network continuously and there were several DDoS attacks that we mitigated. Overall it was a quiet night.
- The executive team submitted additional information for the Federal Middle Mile grant application.
- We are in the process of redesigning the DDoS platform.
- Outside Plant is busy. They have had 22 new projects and 7 fiber outages. We had three additional outages to cable cuts due to vandalism.
- Aggregation upgrade is occurring. We had four new sites completed this month and we had eight being engineered.
- Working with vendors and we are still having supply chain issues.
- Scott Pappan spoke to the SYBAC students about security and network tools and services.

### COMMENTS

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None.

### Administration & Facilities Updates

#### Facilities and TAC Update – Mark Johnson

- This past week we relocated a shelter from a Williamsburg location to Sac City that will house ICN assets.
- We were approached by the Storm Lake Community School District (CSD). They have recently purchased a building adjacent to the high school from Iowa Central Community College, which includes an ICN FOTS room. The CSD is agreeable with allowing us to stay at this site and we're working to establish an agreement with the school.
- We are waiting for feedback on a similar draft agreement with Dordt University.
- TAC continues to complete cabling projects as they come in. They have completed several fiber Jumper installs at the Lucas building including a 62-foot jumper establishing a pathway for a healthcare customer.
- TAC has been working on scopes of work for new work with DMACC at various campuses.
- As ICN continues to minimize the number of T-1 Circuits, TAC has assisted by conducting some thorough audits. They disconnected five T-1 circuits over the course of the month.
- TAC has disconnected and recovered over 180 phones from various agencies through consolidation efforts.

#### COMMENTS

None.

### Other Business:

#### Admin Rule 5-Year Review

We have submitted our 5-year review of our administrative rules. This is required under Code Chapter 17A. The first review was completed in 2017. We have identified several things that we will be working on in 2023. The description of our organization needs to be updated, a number of editorial changes, and Code cites. We can do some of this through an informal rules process. We have a number of references that still exist regarding video classrooms. The 5-year review document has been submitted to the administrative rules coordinator and the Governor's office. This is only an updating process.

### ITTC Committee Updates – Staff/Commission

#### Personnel Committee – Mark Johnson

The Personnel Committee did not meet in November. I did provide an update regarding some of the recent hiring.

#### Finance Committee – Mike Cruise



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Meeting Date: November 18, 2022.

Attendance: Commissioner Wenzel, Commissioner Holz, Brian Clayton, and Mike Cruise.

Topics Covered:

- Contracting update.
- Budget-to-actual as presented today.
- Mentioned final FY22 reporting numbers.
- Announced the change in allocations for the SWCAP as mentioned earlier.
- Explained the billing issues we encountered.

### Customer and Services Committee – Stephanie DeVault

Meeting Date: November 9, 2022.

Attendance: Commissioner Olson, Commissioner Lapointe, Mark Dayton, Lori Larsen, Ryan Mulhall, and Stephanie DeVault.

Topics Covered:

- Presented orders.
- Discussed information presented today.
- Sales environment shift.

### Operations Committee – Scott Pappan

Meeting Date: November 10, 2022.

Attendance: Commissioner Wenzel, Commissioner Lapointe, Ryan Mulhall, Lori Larsen, and Scott Pappan.

Topics Covered:

- Immediate Vision/Direction of the network as it relates to funding and security.

### Public Comment:

None

### Adjournment:

The ITTC meeting adjourned at 11:00 AM.

ATTESTED TO:

*Barb Kniff McCulla - Chair, Iowa Telecommunications and Technology Commission*

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